# Checklist for the First and Second Assignment

In this document for both the first and second assignment a checklist is given. In order to get full points for an assignment, each item on the checklist needs to be satisfied.

## Checklist First Assignment

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| **Item number** | **Item Description** | **Satisfied (yes/no)** |
| 1 | The process is discovered in terms of a Petri net.  - in case a model is found with fitness ‘1’ the model is given and briefly described and it is indicated that the associated fitness is ‘1’.  - in case no model is found with fitness ‘1’ the model with the highest fitness is provided and directions are given why no model has been found with fitness ‘1’. |  |
| 2 | The organizational perspective is discovered using 1) the Similar-Task Social Network Miner, 2) the Handover-of-Work Social Network Miner, 3) the Subcontracting Social Network Miner, 4) the Working-Together Social Network Miner, and 5) the Reassignment Social Network miner.  For the each of the discovered Social Networks the following needs to be done:  - provide the obtained Social Network.  - explain the information that can be extracted from the obtained network. Here, explain the result such that it can be understood by a non-process expert (e.g. a manager). |  |
| 3 | The performance perspective is discovered. Give the top 3 bottlenecks that cause the biggest amount of delay within the entire process. For the top 3 bottlenecks explain briefly why these ones cause the biggest delay. |  |
| 4 | Identify the first decision point within the process. First, for this decision point, indicate by which data attributes it is influenced. Second, indicate by which criterion each path is taken. |  |
| 5 | For the information obtained for items 1 to 4 please do the following:  - indicate if based on the obtained information the process can be improved (e.g. in terms of average throughput time of the process or the people working on tasks).  - If an improvement can be identified, indicate briefly how the process can be improved. Note that for each item it is sufficient to indicate only *one* improvement opportunity. Also, elaborate briefly how the process is improved by the suggested improvement and which process variable is affected (e.g. average throughput time of the process).  Note that the improvement suggestion should be explainable to e.g. a manager.  - if no improvement can be identified, indicate briefly why this is the case. |  |
| 6 | Hand in the assignment as a single zip named **StudentNumber\_APM\_assignment\_1.zip** (StudentNumber is your student number) to the OASE folder ’16-05-2014 23:59’ and it should consist of the following files:   1. **Report\_StudentNumber.docx**: A report describing the results that are obtained. Note that the report needs to be written using Microsoft Word and should not contain more than 20 pages. 2. **Process models for RapidMiner and any files you used as input there (except the assignment log)**. |  |

## Checklist Second Assignment

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| **Item number** | **Item Description** | **Satisfied (yes/no)** |
| 1 | For the ‘alpha miner’ it is indicated for which noise type and which percentage the ‘alpha miner’ provides the ‘worst’ model in terms of fitness and understandability. |  |
| 2 | For the ‘ILP miner’ it is indicated for which noise type and which percentage the ‘alpha miner’ provides the ‘worst’ model in terms of fitness and understandability. |  |
| 3 | For the ‘passage miner’ it is indicated for which noise type and which percentage the ‘alpha miner’ provides the ‘worst’ model in terms of fitness and understandability. |  |
| 4 | For the ‘inductive miner’ it is indicated for which noise type and which percentage the ‘alpha miner’ provides the ‘worst’ model in terms of fitness and understandability. |  |
| 5 | Regarding the information that has been obtained for items 1 to 4 it is indicated for each type of noise which is the most robust control-flow miner. |  |
| 6 | Regarding the information that has been obtained for items 1 to 5 it is indicated which control-flow miner is the most robust against noise and which control-flow miner is the least robust against noise. |  |
|  | Hand in the assignment as a single zip named **StudentNumber\_APM\_assignment\_2.zip** (StudentNumber is your student number) to the OASE folder ’23-05-2014 23:59’ and it should consist of the following files:   1. **Report\_StudentNumber.docx**: A report describing the results that are obtained. Note that the report needs to be written using Microsoft Word and should not contain more than 20 pages. 2. **Process models for RapidMiner and any files you used as input there (except the assignment log)**. |  |